

# Highland Park School



2013-2014 Handbook

## HIGHLAND PARK SCHOOL

### Staff Roster — 2013-2014

**Principal:** Diane Sheehan-Burns

**Secretary:** Francine Harrell

**Kindergarten:** Nancy Chenette

Jill Kilgus

Aimee Pont

**Grade 1:** Jeanette Palmatier

Jennifer Smyth

**Grade 2:** Wendy Blume

Nancy Gillis

**Grade 3:** Sherri Delissio

Liz Klemonski

Mary Thieling

**Grade 4:** Joanne Chomick

Amy Angelo

Jamie Carey

**Grade 5:** Laura Kowaleski

Kate Papsun

**Special Education Resource Teacher:** Laurie Ochnio

**Curriculum Coaches:** Grace DeAngelis, Mathematics & Michael Pearce, Language Arts

**R.E.A.D. Tutors:** Diane Gawlinsky

**Speech/Language Clinician:** Sabrina Hosmer

**Social Worker:** Bev Prager

**Nurse:** Mary Cohen

**Psychologist:** Alicia Dignazio-Drost

**Art:** Tedd Andrews & Michelle Ignatowicz

**Physical Education:** Sue Larson

**Music:** Michael Hayden-General Music

John Ferrante—Band

Celeste Valenti--Strings/Orchestra

**Media Center:** Sharon Willhelm / Sue Quaglia

**Building Substitute:** Mina Ghoreshi

**Para-Professionals:** Dorothy Brand, Kathleen Luko, Justyna Paholsky,

**Building Para-Professional:** Marisa Adams

**ELL Tutor:** Renate Rioux

**Custodians:** Pat Sanzo (day)

Eric Gauruder & Eric Dziadul (evening)

**Cafeteria Staff:** Janice Foster & Teresa Thompson

# **Teachers Students Parents**

## **Striving Together For Excellence**

Highland Park School is dedicated to providing all students with a nurturing learning environment that fosters their intellectual, emotional, social and physical development. We recognize, accept, and value the unique worth of each child. Our goal is to create an atmosphere conducive to the growth of self-esteem and to develop well-rounded sensitive children who will become life-long learners.

We strive to provide a flexible, challenging curriculum that includes a strong emphasis on reading, personal expression of ideas through speaking and writing, and the mastery of computational and problem-solving skills. .

Committed to promoting a cooperative multicultural school community that includes school staff, parents and children, we acknowledge the need for mutual respect and encourage understanding among all members. We further advocate involvement by all members of our school community in school activities and participation as responsible citizens in activities that impact our local and global communities.

# Highland Park Behavior Matrix

	<i><b>Be Safe:</b> To take care of yourself and others so no one gets hurt</i>	<i><b>Be Respectful:</b> To treat others the way you want to be treated.</i>	<i><b>Be Responsible:</b> To do what you are supposed to do, when you are supposed to do it.</i>
<i><b>Classroom</b></i>	Walk at all times. Keep hands, feet and objects to yourself. Keep items off floor.	Be Polite. Be a helper. Be a good listener. Work quietly.	Be Prepared. Follow classroom rules. Be a problem solver.
<i><b>Cafeteria</b></i>	Walk in single lines facing forward. Keep all food to self without sharing. Stay seated.	Use indoor voices. Keep hands, feet and objects to yourself. Be polite. No talking when lights off.	Have lunch money ready. Throw away all of your trash. Keep your area clean. Follow directions.
<i><b>Bathroom</b></i>	Enter and exit carefully. Wash and dry your hands. Keep soap/water in sink.	Use indoor voices. Wait your turn. Keep hands, feet and objects to yourself.	Put all trash in trashcan. Flush and turn off faucet. Return to class promptly.
<i><b>Hallway</b></i>	Walk facing forward. Stay to the right. Walk safely on stairs.	Walk quietly. Keep hands, feet and objects to yourself.	Keep hallway clean. Close lockers quietly. Keep lockers neat.
<i><b>Bus Waiting Area</b></i>	Keep hands, feet and objects to yourself. Remain standing at all times.	Use indoor voices. Follow adult directions. Stay in line.	Go where you are supposed to go. Keep your place in line.
<i><b>Bus</b></i>	Keep hands, feet and objects to yourself. Keep aisle clear. Stay seated.	Follow adult directions. Use kind words. Keep your bus clean.	Report all problems to driver. Enter and exit bus in an orderly manner.
<i><b>Playground</b></i>	Play Safely. Use equipment safely. Follow game rules. Walk to playground in a single line facing forward.	Keep hands, feet and objects to yourself. Follow adult directions. Be a good sport. Be Polite.	Line up quietly when bell rings. Follow directions. Report problems to staff.
<i><b>Audience Behavior</b></i>	Walk at all times. Keep hands, feet and objects to yourself. Keep a center aisle open. Wait for teacher to be dismissed.	Be a good listener. Sit flat so others can see.	Follow directions. Use polite applause.

## **ASBESTOS NOTIFICATION**

The Manchester Board of Education, in compliance with federal law, has developed an asbestos management plan concerning the presence or suspected presence of asbestos-type materials within district school buildings, requested inspections and preventive measures related thereto. In accordance with federal law, members of the public, including parents, shall be permitted access to the asbestos management plan of the Manchester Board of Education. Parents may contact the school principal.

## **ATTENDANCE**

### **Absence from School**

When your child is going to be absent, please call **647-3337** and leave a message on our **24-hour answering machine**. Calls can be made at any time, including before and after school hours.

If your child is absent and no message is left on the answering machine, you will receive a phone call by our office staff so that we may determine the reason for the absence.

On the day your child returns to school, please send a note to his/her teacher explaining why s/he was absent.

### **Attendance Policy**

In accordance with Connecticut State Law (Statute 10-184), we are hereby providing written notice to you, as parents and guardians, of your obligation to assure your child's attendance at school.

Manchester Public School attendance policy states that the only excused absences are those due to illness of the student, death in the family, a doctor or dentist appointment, religious obligations, or whenever the administration considers the exemption from attendance is in the best interest of the student. Parents are urged to schedule family vacations and appointments in accordance with the school calendar.

According to state law, Manchester Public Schools is required to address student attendance issues. We must determine whether each student absence is **excused** or **unexcused**. Therefore, we require parents to call by phone on each day the child is absent. When the child returns to school, he or she should bring a note explaining the reason for the absence.

If we do not receive a phone call, we will call you at home, at work, or use the emergency numbers listed on your child's emergency card.

In situations of excessive absenteeism, we will need to take further measures to determine whether the absences would be excused or unexcused. In cases of chronic illness, we will look to a medical authority for clarification of the legitimacy of the absence, and assistance in working to improve the child's school attendance. If it is determined that the absenteeism is excessive, parents will be informed that any further absence will

require a doctor's note or phone call to the school nurse. If a doctor's note or call is not received, the absence will be considered unexcused.

The law defines absences that are unexcused as truancies, and excessive truancies must be referred to juvenile court.

Manchester Public Schools recognizes the importance of early intervention for students with attendance issues. We firmly believe that school attendance impacts school performance. Highland Park School staff is committed to helping families correct attendance problems. For assistance with attendance problems, please call the school office at 647-3430.

### **Attendance at After School Activities**

Various after school activities are held throughout the year. These activities may be sponsored by the PTA or the Highland Park staff. If a student is absent from school on the day of an activity, s/he may not attend the after school activity. The behavior policies that govern the school day also govern after school activities.

The complete Manchester Public Schools Attendance Policy #5110 may be found on the Manchester Board of Education Website, [boe.townofmanchester.org/boe](http://boe.townofmanchester.org/boe). Parents may request a copy of the policy from the Highland Park School office.

## **BEHAVIOR**

### **Schoolwide Discipline Plan**

Our schoolwide discipline plan focuses upon teaching students to make positive choices which will help them become successful learners. The following schoolwide rules were designed to meet our vision and expectations for student behavior at school:

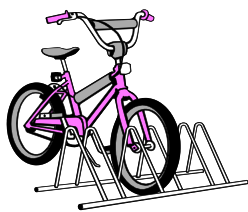
#### **Highland Park School-Wide Rules**

Be Safe  
Be Responsible  
Be Respectful

Specific behaviors which exemplify these rules in all areas of the school are modeled and shared with students. This includes classroom behavior as well as behavior in the cafeteria, on the playground, in the corridors and on the bus.

Regular and consistent positive reinforcement on a classroom and school-wide basis for students who uphold these rules is a vital part of our school-wide discipline plan. Likewise, in the event that a student is having a difficult time upholding these rules, a set of consequences has been established by his/her classroom teacher. Repeat offenders and severe behaviors will be referred to the principal.

## **BICYCLES**



Students who are in **fourth & fifth grade** may ride bicycles to school with parental permission. Each year, students who wish to ride a bicycle must take a bicycle safety/rules test and obtain a **permission/bicycle rules form** which must be signed by the student and the parent and returned to the school office.

Students who do not follow the bicycle safety rules will lose the privilege of riding their bicycles to school. ***According to state law, students must wear helmets when riding their bikes.***

## **BREAKFAST**

Breakfast is served beginning at 8:35 am. The cost is **\$1.00**. The price is \$.30 for students who are on reduced price lunch and free for students on free lunch. Breakfast is **not** served on delayed opening days.

Manchester Public Schools participates in the National School Breakfast Program. Free or reduced price breakfasts are available to families that complete the appropriate paperwork (which is sent home at the beginning of the school year with your child) and meet income guidelines.

## **BULLYING**

Bullying behavior by any student in the Manchester Public Schools is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school.

The complete Manchester Public Schools Bullying Policy #5131.1 may be found on the Manchester Board of Education Website, [boe.townofmanchester.org/boe.htm](http://boe.townofmanchester.org/boe.htm). Parents may request a copy of the policy from the Highland Park School office.

### **Harassment**

Harassment is forbidden by federal and state law and by the Manchester Board of Education, and will not be tolerated in the Manchester Public Schools. Employees and students are expected to adhere to a standard of conduct that is respectful and courteous to fellow employees and students and to the public.

Manchester's Harassment Policy #5013 may be found on the Manchester Board of Education Website, [boe.townofmanchester.org/boe.htm](http://boe.townofmanchester.org/boe.htm). Parents may request a copy of the policy from the Highland Park School office.

## **BUS BEHAVIOR**

Riding the bus is a privilege which must be earned through appropriate behavior. Manchester Board of Education policy states that transportation services may be suspended for conduct while awaiting or receiving transportation to and from school which endangers persons or property or violates a publicized policy of the Board of Education.

Specifically, students may lose bus transportation privileges for: willfully striking or assaulting a student or bus driver, theft, use of obscene or profane language or gestures, deliberate refusal to obey the bus driver, threatening or intimidating the bus driver or

other students, possessing, while waiting for or riding to or from school, any kind of weapon, such as a pistol, knife, blackjack, etc., unauthorized possession or consumption on the school bus of dangerous drugs or alcohol, the willful misuse or destruction of school bus or personal property while waiting at the bus stop or transporting to and from school, repeated and/or intentional defiance of school rules and the valid authority of supervisors, teachers, administrators or school bus company staff. Please review these bus rules with your children so we can ensure the safest possible environment for all students.

### **BUS TRANSPORTATION**

Students in grade K-5 are assigned to a bus for transportation to and from school if they live at least one mile from school. All bus students must take their bus home each afternoon unless a parent/guardian comes for the child or a parental note requesting that the child not ride the bus on a particular day is received by the principal. Students may **not** ride the bus to the home of a friend unless it is an emergency. Any transportation



questions can also be directed to Debi Levesque, Transportation Coordinator at the Board of Education at 647-3476. A **Home-To-School Communication Form** from that student's parent must be received by the teacher and given to the bus driver. The bus driver is in charge at all times and has the same authority as a teacher while students are on the bus. **Riding the school bus is a privilege. Students not observing the safety guidelines may lose their bus privileges.**

#### **Students riding the bus will:**

1. Speak politely to the bus driver at all times.
2. Find the next seat available and sit down as quickly as possible.
3. Remain seated for the entire time on the bus, keeping hands and feet out of the aisles.
4. Keep all personal belongings inside their backpacks.

Musical instruments and backpacks should be kept on their laps or stored under the seats.

5. Refrain from shouting to other students on the bus.
6. Refrain from eating on the bus.
7. Tell the bus driver or his/her teacher if there is a problem on the bus.

Parents should make sure that children are waiting outside and are at their bus stop 5 minutes before the scheduled bus pick-up. Younger children should be accompanied by a parent/adult to and from the bus stop. Parents of kindergarten and special education students are required to be at the bus/van stop to meet their children. **Kindergarten and special education students not met will not be returned to school. They will be brought to the BOE Transportation Office at 45 North School Street.** Any bus/van stop which is not used for five consecutive days will be eliminated from the bus route. If a bus/van stop will not be used due to illness, injury, or other circumstances, please notify the school office. It takes several days to reinstate a bus/van stop which has been eliminated.



### **CELLULAR TELEPHONES, PAGERS & OTHER PORTABLE ELECTRONICS**

Connecticut state law bans cell phones, beepers and pagers from public schools without the written consent of the building principal. Students are strongly urged to refrain from bringing any such items to school. Administration reserves the right to hold onto these devices during the school day, and parents may be asked to pick-up any confiscated item. If an infraction is repeated, administration reserves the right to invoke a school consequence. Electronic equipment should not be brought to school or used during the day. Students who do choose to bring electronic equipment to school may, at their own risk, store those items in their lockers or backpacks.

The complete Manchester Public Schools Electronic Communication Devices Policy #5131.81 may be found on the Manchester Board of Education Website, [boe.townofmanchester.org/boe.htm](http://boe.townofmanchester.org/boe.htm). Parents may request a copy of the policy from the Highland Park School office.

### **DELAYED OPENINGS, EARLY CLOSINGS, AND EARLY DISMISSALS**

#### **DAILY SCHEDULE**

**Our school hours are 9:05 A.M. to 3:25 P.M.**

Students should not arrive at school before 8:50 a.m. **Before 8:50 a.m. students will be unsupervised and the school cannot take responsibility for their safety.**

#### **FULL DAY**

**Grade K-5 students:**

8:50 a.m. first bell (students may enter building)  
9:05 a.m. second bell (school starts)  
3:25 p.m. dismissal

#### **½ DAY (4 hr. session)**

**Grade K-5 students:**

8:50 a.m. first bell  
9:05 a.m. second bell  
\*\*1:17 p.m. dismissal

#### **DELAYED OPENINGS (90 minute delay)**

Grades K–5: 10:35 a.m.–3:25 p.m. (lunch is served)

- ☐ No child should arrive prior to 10:20 a.m. on these days as there will be no supervision prior to that time. (*Morning buses run 90 minutes late.*)

#### **DRESS CODE**

Clothing worn to school should be neat, clean and appropriate. For safety reasons, students should not wear flip flops, high heels or untied shoe laces. Clothing with noisy accessories (such as bells) or that restricts student participation in physical education should not be worn. Attire and appearance should reflect a basic consideration of propriety and common sense.

The following are examples of types of clothing that are not acceptable:

- ☐ articles with indecent/inappropriate writing, pictures, slogans
- ☐ chain belts, cleats which could hurt other students and/or property

- torn, ragged clothing
- half-shirts, tank tops, transparent/mesh clothing

We request that shoes with soft black soles that mar the tile floors not be worn. Sneakers are required for gym. Students dressed **inappropriately** will be removed from class until a change of clothing can be brought to school.

### **DROP-OFF AND PICK-UP**

For student safety, parents should obey all the posted traffic signs. Our front parking lot facing Porter Street is designated for drop off and pick up only. Buses will access the bus loop on Ferguson exclusively. **The Ferguson bus loop is not to be used for drop off or pick up.** We encourage all families to take advantage of the buses for students who live at homes that are on the scheduled bus routes. In that way, students who have to walk to school are ensured less traffic congestion at entrance and dismissal times. **All cars in the parking lot must be parked in a parking space and parents must meet students in the front hallway, in the lower playground or outside of their classrooms to escort them to their car in the parking lot. Students are not permitted to walk to cars on the street or in the parking lot. This is to avoid injury and to ensure the safety of all students being picked up.** Cars in the parking lot should not block parking spaces or the parking lot entrance or exit.

### **EARLY ARRIVAL**

Unless they have their teacher's permission, students who walk to school should plan to arrive at school between 8:50–9:05 a.m. **There is no supervision of student before 8:50 a.m.** Only authorized students may enter the school buildings before 8:50 a.m.

### **EARLY DISMISSAL**

If it is necessary to take your child from school before regular dismissal time, please send a **Home-To-School Communication Form** to your child's teacher stating the reason and time you will come for him/her. Parents must report to the office and sign the **early release log** when picking up their child before the end of the school day.

If school is unexpectedly closed early due to weather conditions, radio and television announcements will begin at 10:30 a.m. and students will be dismissed at 1:17 p.m. Parents should make emergency plans with their child so he/she knows where to go in the event of an early dismissal from school.

Emergency / Early dismissal forms are sent home at the beginning of the school year. Please complete this form and return it to your child's teacher as soon as possible.

### **EDUCATIONAL SERVICES**

The Town of Manchester is pleased to provide special services that respond to the special needs of children. While every child may not require these services, they are available and have been successful in supporting children's progress.

#### **Scientific Research-Based Intervention (SRBI)**

Since 2009, the Connecticut State Department of Education has required all school districts to develop a systematic process to address student learning needs and individual differences. This framework is called SRBI and it focuses upon classroom instruction and interventions that are matched to student needs.

One component of SRBI is high quality curriculum and instruction in the general education setting. This is also called Tier I instruction. Another component of SRBI requires universal common assessments to assess students' grade level progress. By state standard, 80% of students should respond effectively to the Tier I high quality instruction. When students are not making adequate progress, scientific research-based interventions are used to provide additional academic or behavioral support. This is referred to as Tier 2 intervention. Progress monitoring is used to assess students receiving Tier 2 intervention and if necessary, more intensive interventions, Tier 3, may be needed. To provide Tier 3 intervention, a child's schedule may need to change; possibly including elimination of special area classes throughout the duration of Tier 3 intervention. Parents will be notified in writing should their child require Tier 2 or Tier 3 intervention.

If interventions are not successful, the student may be referred to the Special Education Planning and Placement Team.

#### **ESOL (English to Speakers of Other Languages)**

The ESOL Program is designed to meet the diversified academic needs of identified students who speak another language or come from a home where a language other than English is primarily spoken. The primary goal of the program is the development of listening, speaking, reading and writing skills so that students will be able to function, participate, and advance in the regular education classroom.

#### **FIELD TRIPS**

Parents are requested to sign a form indicating that they have been made aware of the field trip and their child is participating in the event with their knowledge and approval. **Students will not be allowed to go on a field trip without written parental permission.** Field trips are related to the school curriculum. Parent chaperones are always needed to accompany teachers and students on field trips. The number of chaperones needed is based on the adult/child ratio needed. It is also dependent on the number of people who can be accommodated on the bus and at the field trip site. Parents who would like to chaperone a class field trip should contact the classroom teacher. Siblings are not allowed on field trips.

#### **FIRE AND OTHER EMERGENCY DRILLS**

Fire and other emergency drills are held at regular intervals throughout the school year as required by state law. Everyone in the school building at the time of a fire drill, building lock-down or other emergency drill are expected to follow all the rules and directions.

#### **HOMEWORK POLICY**

The Manchester Board of Education believes that homework is an integral part of the instructional programs and learning experiences in the PreK–12 curriculum. The School Board recognizes the classroom as the primary instructional center; however, it also believes that homework is vital to student academic success and is primarily accomplished at home with parent support.

The Board supports homework:

1. To provide additional review and practice in mastering specific skills.
2. To prepare students for the next day's lesson.
3. To allow for more in-depth exploration of topics beyond the academic day.
4. To provide additional time to identify and learn via community resource opportunities, such as the library, the Internet, and reference materials.
5. To assist students in the development of time management, study habits, responsibility, and personal organizational skills for learning.
6. To acquaint parents with the school program and their child's educational progress.

Different types of homework vary in effectiveness according to student age and developmental level. Homework expectations also may vary somewhat depending on

individual ability and maturity. The frequency and quality of homework assignments will increase as a student progresses through the elementary school grades. School Board Policy homework grade level expectations for elementary students are as follows:

Grade	Average Minutes Per School Night
PreK–Kindergarten	0–10 minutes + minimum 20 minutes family literacy experiences
Grade 1	10 minutes + minimum 20 minutes family literacy experiences
Grade 2	20 minutes + minimum 20 minutes family literacy experiences
Grade 3	30 minutes + minimum 20 minutes family literacy experiences
Grade 4	40 minutes + minimum 20 minutes family literacy experiences
Grade 5	50 minutes + minimum 20 minutes family literacy experiences

(Manchester Board of Education Homework Policy #6155.)

Parents should provide suitable conditions for performing homework. This would suggest a definite time for homework and a quiet place for study without undue interference of telephone, television, radio or visitors. Parents should show interest in their child's school work but give only that assistance which will help a child think for him/herself. **The homework time allotment in the Board of Education policy is time “on task” with full concentration and energy focused on completing assignments.**

Reasons such as Little League, soccer, church, music lessons are not acceptable excuses for not completing homework. Students and parents will be informed of all missing or incomplete homework. Teachers may require that students stay after school to complete homework assignments. Missing assignments not completed and handed in to the teacher within **one** week of the due date will receive a failing grade.

### **IMMUNIZATION**

State law requires that all students must be properly immunized against polio, diphtheria, tetanus, measles, mumps , rubella, pertussis, and hemophilus influenza type B. Therefore, **Highland Park School will not enroll or allow any student to attend class without proper immunization records.**

### **INCLEMENT WEATHER**

Listen to any of these local radio stations or watch these T.V. stations for school closings, delayed openings and early dismissals. Late openings and cancellation of school will start to be announced at 6:30 a.m. and early closing announcements will begin at 10:30 a.m..



**Radio:** WTIC WKND WRCH WKSS WDRC WHCN WRMY WZMX

**Television:** WVIT (channel 30) WFSB (channel 3)

**Computer:** The latest school closing information can also be accessed by computer at the school website (***highland.ci.manchester.ct.us*** click on LINKS or ***www.ctweather.com***, click on school cancellations).

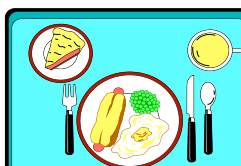
## **STUDENT INSURANCE**

**The Board of Education does not provide insurance for student injuries.** The independent student insurance offered to parents represents an excellent, low-cost opportunity for parents to ensure that their children have coverage for possible injuries. Accident coverage for only school time or 24 hours is available.

## **LOST AND FOUND**

Lost and found boxes are kept in the cafeteria. Students can come to check for lost items with permission from their teacher at lunch time or before and/or after school. Parents are encouraged to check for lost items when they are in the building. In June, all unclaimed clothing is donated to MACC clothing bank. Clothing is expensive and taking a few minutes to mark children's belongings is a profitable activity.

## **LUNCH**



Students eat lunch in the school cafeteria every day except on scheduled half days. The student lunch period includes a short recess followed by lunch. Suspension of cafeteria/playground privileges will result if a student misbehaves during the lunch period. Students may go home for lunch with

written parental permission but must be back in time to return to class with their classmates. The cafeteria uses a computerized system for student lunches. It is recommended that lunches be prepaid by check or cash. Students may prepay for any number of lunches and /or ice cream. The number of prepaid lunches/ice cream will be entered into the child's cafeteria account. Students can purchase lunch/ice cream whenever they wish to do so until there is no money remaining in their prepaid lunch account. Students are notified when there is no money remaining in their prepaid account. Student cafeteria accounts carry over from one school year to the next school year at Highland Park. When students transfer to another Manchester elementary school or a Manchester middle school, their accounts transfer with them. Parents should request a refund from the Director of Food Services for any money remaining in a student's cafeteria account if a student transfers out of the Manchester School System.

The cafeteria will authorize an emergency lunch if a student does not have a prepaid lunch remaining in his/her account, does not have money to pay for lunch, and does not have a lunch from home. Repayment is expected the following day.

Student **lunches** this year are **\$1.75**. No lunch is served on scheduled half days. Students are encouraged to bring a snack on those days. Lunch is served when there is a delayed school opening or early closing due to bad weather.

## **MEDICATION**

If your child must take medication during school hours, please contact the school nurse. A new completed doctor's authorization form is required **each year** and will be provided to you upon request. Each school year, a new written parental permission form must be on file for a child to be given Tylenol.



### **NATURE TRAIL / OUTDOOR CLASSROOM**

The Ruel Wicks Nature Trail/Outdoor Classroom was dedicated in Oct. 2000. It is used by all of our teachers and students for grade level curriculum activities and multiple intelligence naturalist experiences. Families are welcomed to walk the three trails when school is not in session. The main entrance is located behind the school building and two additional entrances are located on the upper playground. We rely on the help of students, parents, community groups and scout troops to help maintain this wonderful school resource.

### **PARENT/TEACHER COMMUNICATION**

Communication between home and school is extremely important. **A Parent Information Night** (for parents only) is scheduled in September by each teacher to provide parents / guardians with essential information concerning curriculum, homework, discipline and special activities specific to each grade level. An evening **Open House** is also held in September to provide an opportunity for parents and students to visit classrooms.

Parents receive ongoing information about their child's classroom activities in a variety of ways such as class newsletters, letters / notes and/or phone calls.

Report card conferences are scheduled in December and March. Frequent parent/teacher contact is encouraged. *If you have any questions or concerns, do not hesitate to call your child's teacher or request a conference at any time throughout the year.* If an event or situation outside of school occurs which may impact on your child's work or behavior in school, please let your child's teacher know immediately. Together we can provide support for your child through what may be a very difficult period.

### **PARENT VISITS**

Parents are encouraged to participate in the special class/grade level activities scheduled during the school year in their child's classroom. These opportunities provide parents with a chance to not only visit the classroom but also to be actively involved in their child's elementary school educational experiences. Please send a note or call your child's teacher if you would like to visit the classroom. **All visitors must sign in at the office and wear a visitor's badge while in the school building.**

### **PARKING**

Please do not park in the driveway in front of the school during school hours or when attending school evening events. This driveway is for school buses and emergency vehicles only.

### **PESTICIDES**

Occasionally a liquid pesticide needs to be applied around the outside foundation of the school building. There are warning signs posted when this occurs. The application of pesticides is always done after staff and students have left the building for the day (usually Friday) or during school vacations. If you would like advance notice during the school year regarding pesticide application at Highland Park School, please complete the Pesticide Application Notice Request form sent home at the beginning of the school year and return it

to the Superintendent's office.

### **PLACEMENT IN GRADES/CLASSES**

Students are placed at the grade level to which they are best adjusted academically, socially, and emotionally. Many factors are considered in student class assignments. Parents may provide relevant information for consideration during this process by completing a Student Placement Information Form. The Principal, with the assistance of the teachers, then determines all grade level placements of the students.

### **PROBLEMS**

**In the event that a problem related to a class or classroom arises, parents should immediately contact the teacher to schedule a meeting to discuss the problem.**

Students should be included in some part of the meeting if the problem involves them. **If the problem cannot be resolved in the meeting of the parent and the teacher, the parent or teacher may contact the Principal. A second meeting attended by the parents, teacher, and principal will then be scheduled to address the problem.** When indicated other staff members such as the school social worker, nurse, or reading consultant may be invited to attend. Students will also be invited to attend a portion of this meeting if they are involved in any way with the problem.

### **PTA**

The Highland Park PTA is an organization composed of parents and teachers. Only with the commitment, energy and resourcefulness of our PTA members is it possible to provide parent education programs, family activity events and student educational enrichment activities. All parents are encouraged to join the PTA and attend PTA meetings. Information about the PTA may be obtained by calling the school office at 647-3430.

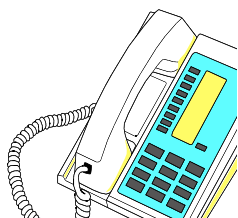
### **TARDINESS**

Students should arrive at school between 8:50 a.m. and 9:00 a.m. each morning. Students who arrive late disrupt the classroom and miss important daily announcements.

Students arriving after 9:00 a.m. **must** report to the office so attendance sheets are corrected and lunches can be ordered. A **Home-To-School Communication Form** explaining the reason for the student's late arrival must be given to the classroom teacher. **Students who are frequently tardy will be required to make up the class time they've missed after school. Students who are repeatedly tardy will be considered truant and referred to the Truancy Board.**

### **TELEPHONE USE BY STUDENTS**

In the event of an emergency, students will be allowed to use the office phone if they have permission from their teacher. Students will not be allowed to use the office phone for such things as arranging to visit a friend's home after school or requesting the delivery of homework they've forgotten at home.



### **TEXTBOOK CARE**

Students are responsible for the care of all their school books and supplies. Damaged or lost school books, library books, and supplies must be replaced by students. In accordance with state law, the school will withhold records, transcripts and report cards until all lost or damaged school items are replaced.

### **TRANSFERS/MOVING OUT OF HPS DISTRICT**

Parents must withdraw their child from Highland Park School if they move to a residence outside the school attendance district. If the family continues to reside in Manchester, a request can be made for permission to stay at Highland Park only for the months of May and June to complete the current school year. These requests are granted only if it is in the best interest of the child and the other students in the class, and the class size meets Board of Education policy guidelines. Parents must notify the school office one week in advance of their child's last day of school. A transfer of records form must be completed by the parents. Records cannot be forwarded until all books and school materials have been returned.

### **VACATIONS**

Week long school vacations are scheduled for December and April (please see the school calendar on the back of the front cover for exact dates). **It is extremely important that students attend school each day that school is in session unless they are ill.**

Connecticut Mastery Tests are given during three weeks in March in grades 3, 4, and 5. All students are required by state law to take these exams.

**Family vacations while school is in session are discouraged and are not considered excused absences by the school system.** For this reason, students will not be given assignments ahead of time. All assignments missed while a student is on vacation are due one week after returning to school. Classroom cooperative group work, hands-on science experiments and math activities with manipulatives cannot be made up.

### **VOLUNTEERS**

Volunteers are always needed at Highland Park School. If you are interested in helping with instruction, clerical, library or special project work, please complete a Volunteer Interest Inventory and return it to your child's teacher. A copy of this Inventory can be obtained in the school office. Volunteers must sign in and record their time of arrival and departure on the Volunteer/Visitor Sheet in the office. These forms are used to maintain an accurate list of visitors in our building, to compile the list of school volunteers for our school newsletter each month, and to complete our annual report to the Superintendent. **All volunteers must wear a visitor's badge while in the school building.**

### **WEBSITE**

Highland Park School maintains a website at: **[highland.townofmanchester.org](http://highland.townofmanchester.org)**

The site contains historical information about the school, awards earned, monthly calendar of events, monthly newsletter, recommended places for families to visit in the area, school closing information and recommended Internet sites for students and parents. The Highland Park School principal and teachers maintain an electronic bulletin board with an email link that can be accessed through the school website.